
From: SCHOOL FINANCE [INBOX]
Sent: Tuesday, July 08, 2008 4:32 PM
Subject: 7_8_08 Follow-up to ADE STaR Team Workshop

You are receiving this message because you attended "Preparing for Fiscal Year 2009" presented by the Arizona Department of Education's System Training and Response Team.

Arizona Department of Education
System Training and Response (STaR) Team
<http://www.ade.az.gov/schoolfinance/star>

July 8, 2008

This message is intended to provide information regarding recent developments related to the subject matter presented during the ADE STaR Team workshop entitled "Preparing for Fiscal Year 2009" during May and June 2008.

House Bill 2816

We informed workshop participants that legislation that would likely affect several of the rules and procedures that were subjects of the presentation was still pending. House Bill 2816, which included language specific to procedures related to calculating Average Daily Membership and Average Daily Attendance for students enrolled in TAPBI schools, and which was later amended to include specific language regarding submitting minutes of attendance in other circumstances, did not pass in the Senate before the legislature adjourned *sine die* on June 27, 2008. This means that unless the legislature is called into special session to address any new or unfinished business, the procedures for reporting student absences and for limiting ADM for all students to 1.00 (1.25 in certain circumstances involving concurrent enrollment in a member district and a JTED satellite) as presented during the workshop (with one exception discussed below) will be in effect during Fiscal Year 2009.

Reporting minutes of attendance for students enrolled in charter schools operating on alternative calendars and alternative schools operated by school districts

Upon further consideration, the Arizona Department of Education has determined that the participation of students enrolled in charter schools operating on approved alternative calendars or approved alternative schools operated by school districts may be reported through use of SAIS Transaction #17 – "Student Attendance," which records the actual number of minutes of instruction a student receives in increments of at least one day, up to one week. ADE Guideline GE-20 has been amended to state that it does not apply to students enrolled in charter schools operating on alternative calendars or in alternative schools operated by school districts.

Superintendent Horne addressed this issue in a letter dated July 1, 2008 to school superintendents, principals and charter holders which is found on page 2 of this notice.

A new ADE Guideline intended to provide information regarding the qualifications necessary for a school to obtain alternative status for purposes related to the submission of student attendance is under development and is expected to be released soon.

It is important to note that submission of absences, not minutes of attendance, will be required for students enrolled in an alternative program. A student may be placed in an alternative program by a school district under the provisions of A.R.S. § 15-796. Please see "[Procedures for Reporting Student Absence](#)" (Version 5) for the specific procedures necessary to calculate absences for students enrolled in alternative programs.

Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at <http://www.ade.az.gov/schoolfinance/star> and click on "Request for SAIS Training and Assistance."



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

TO: Superintendents, Principals, and Charter Holders

FROM: Superintendent Tom Horne

DATE: July 1, 2008

RE: Alternative Schools, Programs, and Calendars

In keeping with the guideline that refers to the statutory requirement that students be in school five days for four hours or four days for five hours, schools are being required to report in absences and not in minutes. Those involved with approved alternative programs, schools, and calendars have pointed out to us that they should be able to still report in minutes because the number of days that a student attends is not relevant to the statutory requirement for them. This is logical. Approved alternative programs, schools, and calendars who wish to do so, may continue to report in minutes, and we will convert that to absences at the department to meet the statutory requirement that the record be in absences and not in minutes. Where an alternative program involves less than all the students in a school, then the school will still have to report in absences.